MINORITY & WOMEN'S BUSINESS ENTERPRISES DIVISION

Indiana Department of Administration
Certification & Procurement
Guide

Mitchell E. Daniels, Jr. Governor

Legislative Authority

- 49 CFR Parts 23 and 26 (DBE)
- Indiana Code: IC 4-13-1-4; IC 4-13-2-9; IC 4-13.6-3-1
- Indiana Administrative Code:25 IAC 5-1-1

Indiana Department of Administration (IDOA)

DOING BUSINESS IN INDIANA

- Register with Secretary of State
- Must be in good standing with Dept. of Revenue and Dept. of Workforce Development
- Obtain Bidder Registration Number at: www.buyindiana.in.gov
- Routinely check Current Solicitations listed at the above IDOA website

WHY APPLY FOR STATE CERTIFICATION

- Qualify for state MBE/ WBE Participation Points and on USDOT projects in Indiana.
- Notification of state business opportunities
- Access to training opportunities
- Advocacy Services
- State certification often accepted for other government entities and private companies
- No application fee.

CERTIFIED MINORITY & WOMEN BUSINESS

- Qualifications
 - -Minority or woman...or both
 - -Owns at least 51% of business
 - -Possess the expertise required
 - -Control business enterprise
 - -Be a U. S. Citizen

Refer to: 25 IAC 5 for more details at: www.in.gov/idoa/minority

CERTIFIED DISADVANTAGED BUSINESSES

- Qualifications for DBE:
 - -socially & economically disadvantaged (See 49 CFR, Part 26)
 - -U. S. Citizen or admitted permanent resident;
 - -Own at least 51% of the business;
 - -Control the enterprise;
 - -Possess the required expertise;

DBE CERTIFICATION (CONT'D)

- Personal Net Worth <\$750,000; AND</p>
- Meet the small business size standard as defined by SBA (see 13 CFR part 121.101,www.gpoaccess.gov/cfr/index. html).

DBE is a FEDERAL CERTIFICATION PROGRAM

What to Expect

- Governor Daniels expects applications will be processed within an average of 45 days
- Firm will receive a site visit
- Determination will be sent in registered letter
- Certifications are effective immediately
- Denials may be appealed within 30 days

Potential Pitfalls

Deep relationships with non-qualifying individuals

Affiliations with other firms

Delegation of control

 Restrictive agreements or corporate structure

VISIT THE M/WBE WEBSITE

www.in.gov/idoa/minority

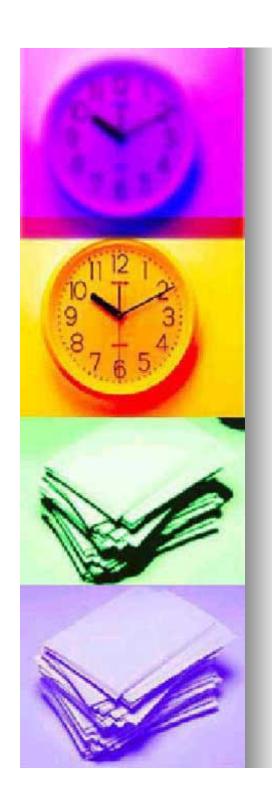
- Application Forms (M/W/DBE)
- Regulations for each category
- D/M/WBE Directory in Excel format
- Frequently Asked Questions (FAQs)
- List of "Wanted" business types
- Related links

MINORITY & WOMEN'S BUSINESS ENTERPRISES

402 W. Washington Street, W-469 Indianapolis, IN 46204

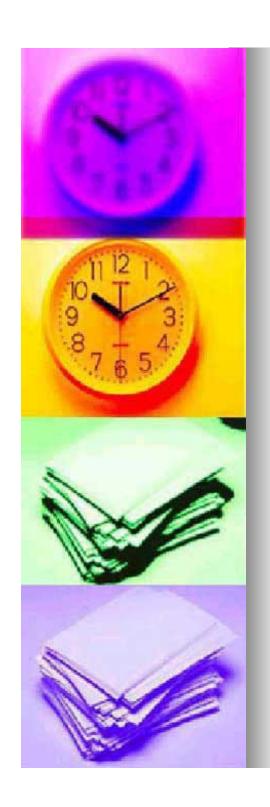
317-232-3061

www.in.gov/idoa/minority



Indiana State Contracting Opportunities

A guide to successful participation in the process



GOAL SETTING M/WBE PARTICIPATION

Governor's Commission on Minority & Women's Business Enterprises sets Annual Goals

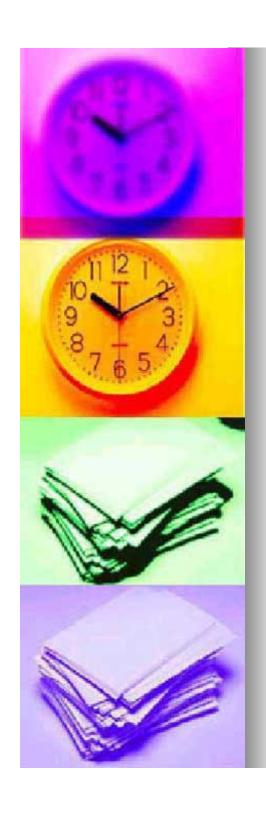
Effective July 1, 2005

Construction:
 MBE 6% WBE 6%

Professional Services: MBE 7% WBE 10%

Supplies: MBE 3% WBE 3%

 State Agency Procurement participation goal included in solicitations.



Small Construction Projects: Less than \$75,000

 Decentralized - managed by state facility managers

Three bids are required

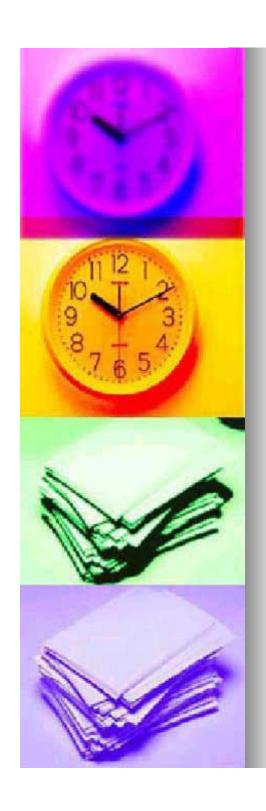
Solicitations to MBEs and WBEs encouraged

 Contact the state directly institutions and notify them of your interest



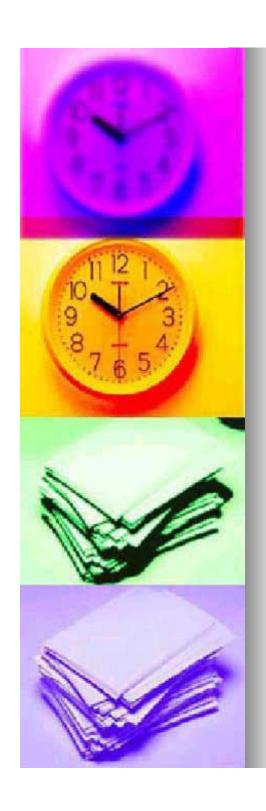
Large Construction Projects: over \$75,000

- Centralized managed by IDOA
 Division of Public Works
- Solicitations posted on the web
- Prequalification from Public Works required for both prime and sub bids over \$150,000
- Attend pre-bid meetings to introduce your firm to prime bidders – dates are on web



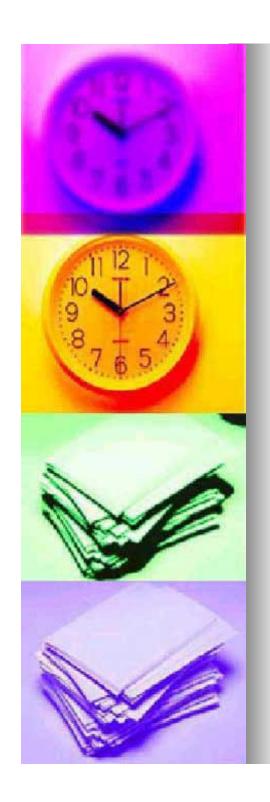
Large Construction Projects: over \$75,000

- Prime provides potential subs with bid package that states their needs
- Potential subs respond by submitting price with a signature on the package
- Most times bids are awarded before subs are determined
- Review winning bidders proposals in Public Works
- Contact winning prime to offer your services



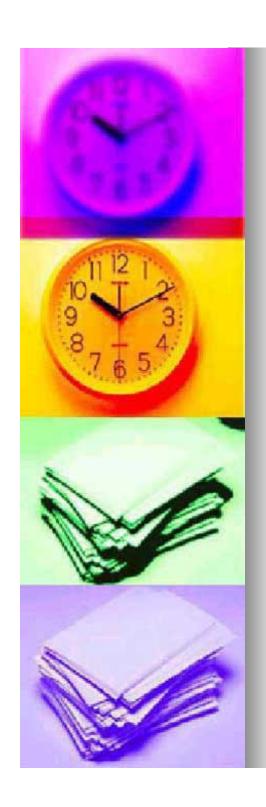
Methods of Procurement

- Request for Quotation (RFQ)
- Invitation to Bid (BID)
- Quantity Purchase Agreement (QPA)
- Request for Service (RFS)
- Request for Proposal (RFP)



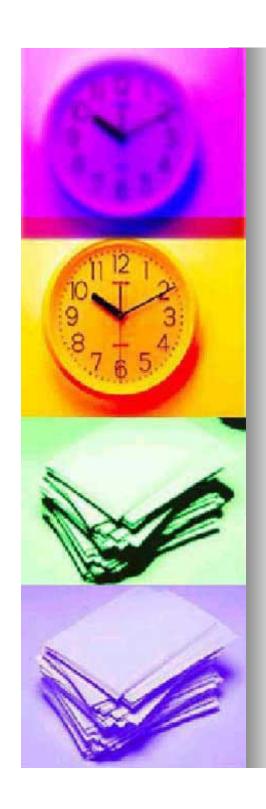
Requests for Quotation

- For goods & general services
- Under \$2500.00
 - Bidders contacted by phone or in writing.
 - At least 3 Vendors must be contacted
- **\$2500.00 \$75,000.00**
 - Agency determines need and writes specifications
 - Sends RFQ to at least 3 Vendors
 - Open for 7 days



Invitation to Bid

- Greater than \$75,000.00
- Centralized through IndianaDepartment of Administration
- Advertised on web
- Must be open for 14 days
- Lowest bid wins



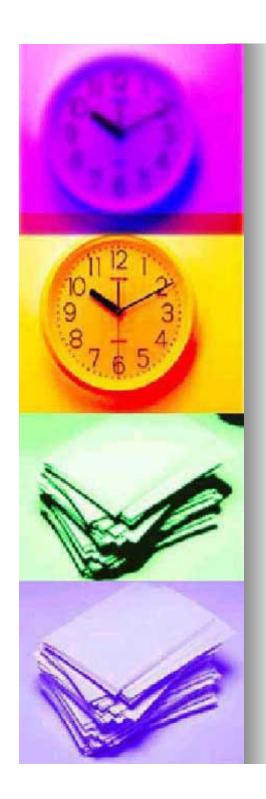
Quantity Purchase Agreement

- Solicited through BID for straight forward items or RFP for more complex commodities
- Over \$50,000 commodity procurement
- Selected Vendor provides goods or services
- Stated unit price
- Specific time frame usually a year



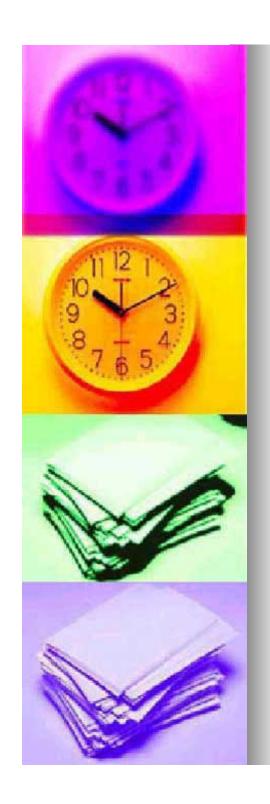
Request for Service (RFS)

- Decentralized
- Professional Services Only
- Issued to specific firms preselected by the Agency
- Specifications Document Included
- Procurements greater than \$75,000



Request for Proposal (RFP)

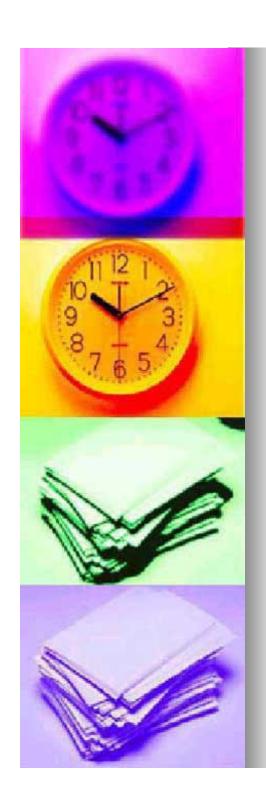
- Centralized
- Used for Goods, General Service or Professional Service
- Opportunity posted on the website and all firms are invited to respond
- For greater than \$75,000.00



Buy Indiana

RFP Evaluation-100 pts

- 10 points = MBE participation
- 10 points = WBE participation
- 10 points = Indiana prime
- 15 points = IN Economic Impact
- 25 points = price
- 30 points = quality



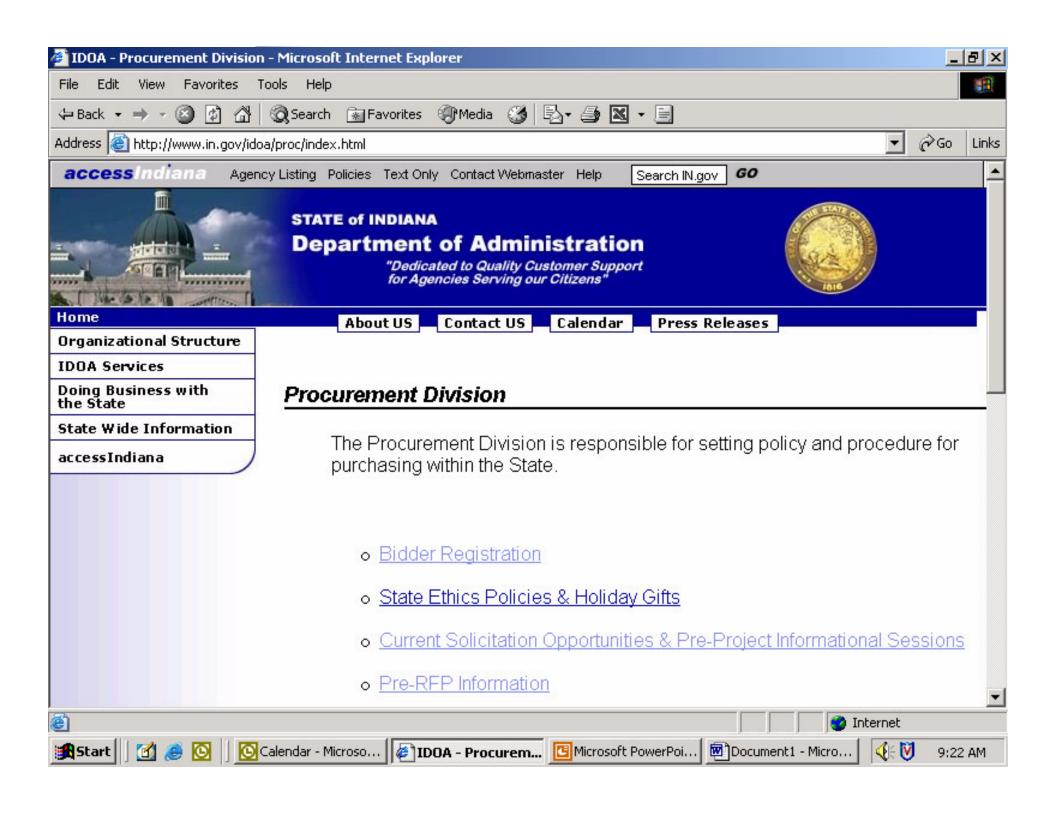
Procurement Definitions

- Prime Contractor Company responsible for the entire contract
- Sub Contractor Company entering into a contract with a prime contractor to furnish services or supplies toward the contract
- Direct Paid directly by the State of Indiana
- Indirect Paid directly by the Prime Contractor
- Sub-contractors can be utilized directly in the project or as a supplier to the project.



Internet Resources

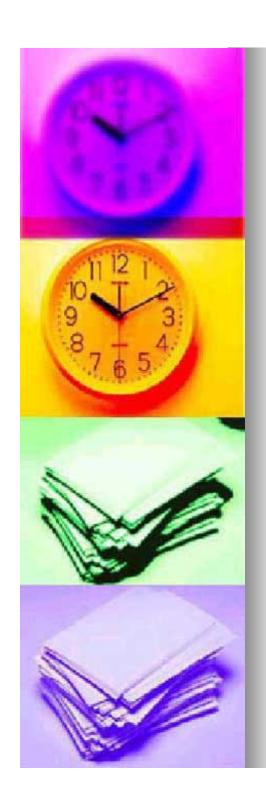
A wealth of information





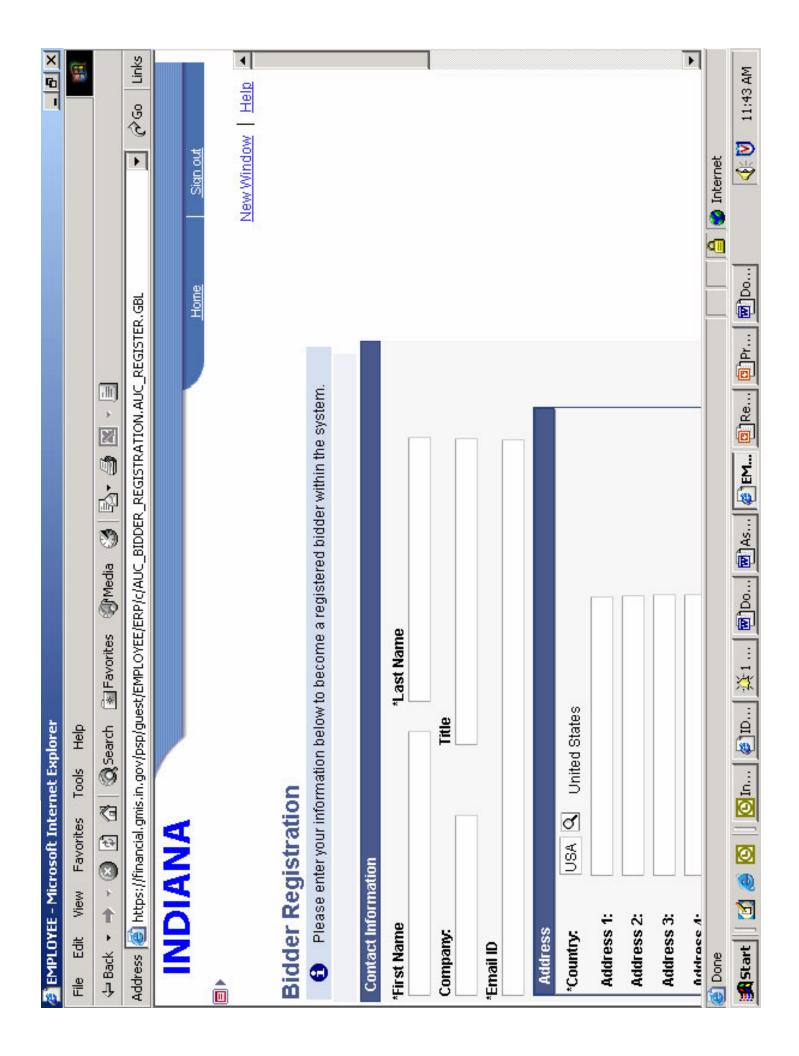
Bidder Registration and Benefits

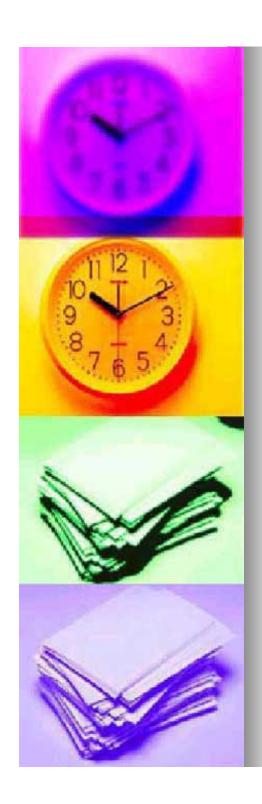
- Receive solicitations from the State of Indiana Government
- Listing in the Buy Indiana Directory
- Receive a Registration
 Number/Bidder ID for
 Minority/Women/Disadvantaged
 Certification process
- Maintain your profile to ensure that your contact information and categories of goods and services are current.



Bidder Registration Enrollment Process

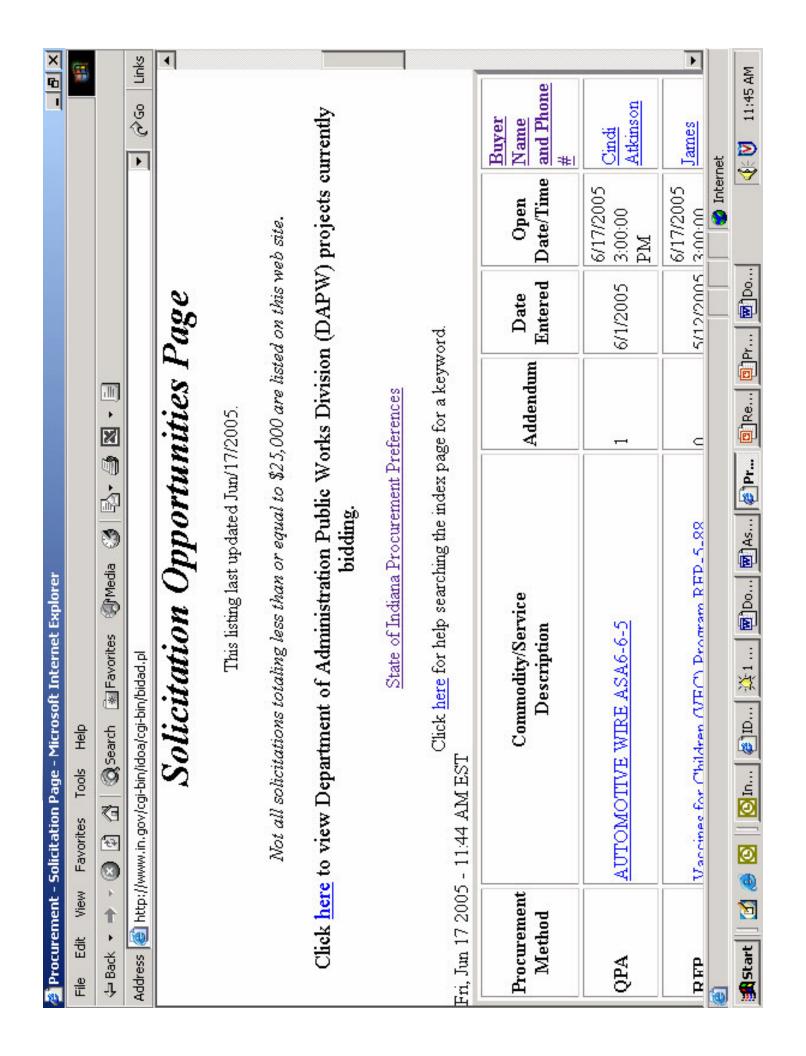
- On-line Registration
 - www.buyindiana.in.gov
- Manual Registration
 - Contact Shirley Houston at 317-232-6870
- Problems or Concerns
 - Contact Shirley Houston at 317-232-6870

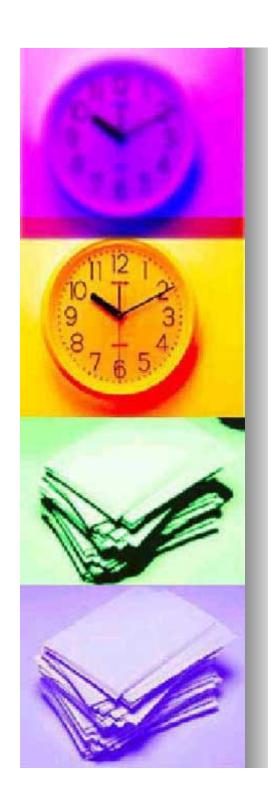




Request for Proposal Process

- Pre-RFP Informational Session
 - Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
 - Relationship building time identify how you bring value to the bid and sell your niche – whether you will be a Prime Contractor or a Sub-Contractor
 - Attendee Contact information is available if you are unable to make a session – Contact the Procurement Contact for the Pre-RFP Session.
 - NEW! pre-meeting introduction period





Request for Proposal Issued

- After the Pre-RFP Informational Session
 - Request for Proposal is issued
 - Available electronically on the Procurement Website
 - Details of agency specifications and requirements for completing the package are available under the RFP link.

STATE OF INDIANA

REQUEST FOR PROPOSALS 5-38

INDIANA DEPARTMENT OF ADMINISTRATION

AND THE

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING

Solicitation for:

Enrollment Broker Services

Proposal Due Date: July 29, 2005

CONTENTS OF RFP 5-38

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

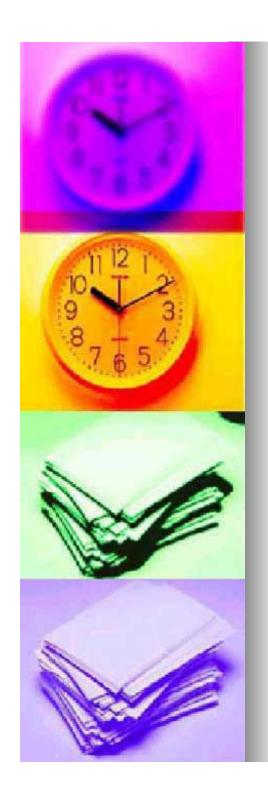
- RFP-5-38
- <u>Attachment A</u>. This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- Attachment B, Sample Contract.
- Attachment C, Indiana Economic Impact Form.
- Attachment D, Scope of Work.
- Attachment E, Indiana Health Coverage Programs Overview.
- Attachment F, Cost Proposal.
- Attachment G, Corporate Qualifications Reference Questionnaire.
- Attachment H, Hoosier Healthwise Mandatory RBMC Map.
- Questions and Answers about the RFP. The inquiry period for this RFP closes July 1, 2005, at 3 p.m. Eastern Standard Time. When the guestions and answers are posted, this will be an active link.

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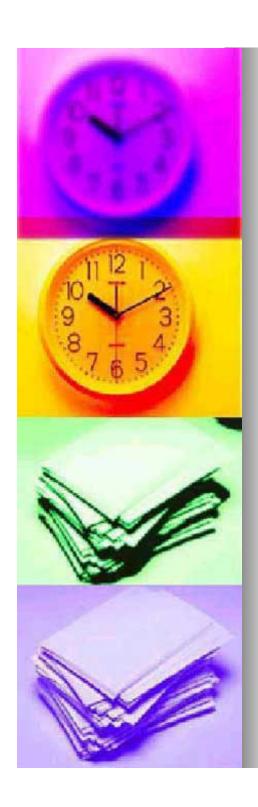
Recommendation for Award

- Milestone Calendar
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection



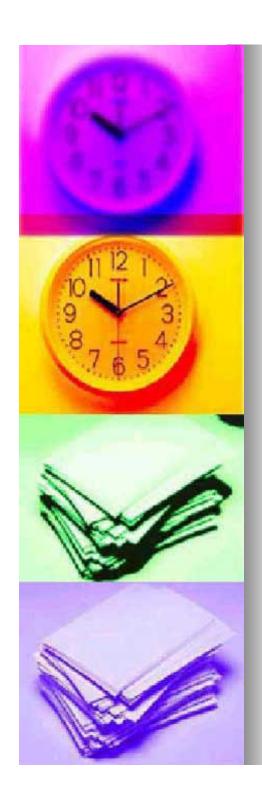
Monitoring Compliance

- Prime Contractors must honor participation plan or create another plan
- MWBED audits contracts
- Primes in non-compliance face sanctions
- Sanctions range from payment withholding to suspension or revocation of contractor's ability to perform on future state contracts



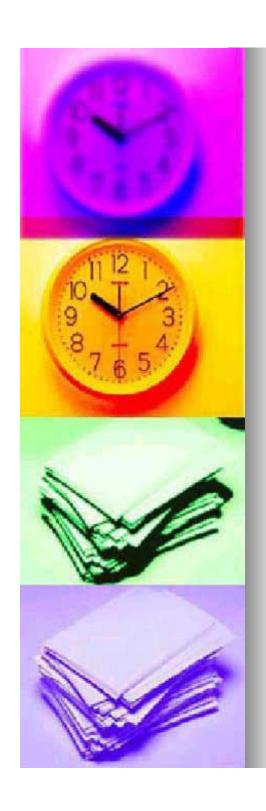
Keys to Contracting Success

- Build Key Business Relationships
- Provide excellent product or service
- Offer competitive prices
- Market your business to key players in the State Procurement Process
 - State Purchasers
 - State Prime Contractors
- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
 - Pre-RFP Sessions
 - Business Matchmaking



Website Referrals

- www.in.gov/idoa/proc/index.html Procurement Website
- www.in.gov/idoa/register
 Bidder Registration Website
- www.idoa.in.gov/minority/ Indiana State Office of Minority and Women's Business Enterprises
- www.buyindiana.in.gov Bidder Registration, MWBE Directory, Current Solicitations
- www.in.gov/dot/business/contract/
 Indiana Department of Transportation –
 Contractors Page



Telephone Referrals

Bidder Registration

Shirley Houston 317-232-6870

Amy Redding 317-234-0234

Minority and Women's Business Enterprises Division

Main Number 317-232-3061

 Indiana Department of Transportation – DBE Program George Roney 317-233-3563

